

April 25, 2022

Dear Property Owner or Agent:

The State of South Carolina is seeking student housing in Charleston County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, May 10, 2022.**

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Real Property Services via e-mail at rps@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Laws, 1976, as amended, §§1-11-55, 1-11-56, and 1-11-65 and S.C. Code of Regulations, §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: https://admin.sc.gov/real_property/forms.

Sincerely,

Real Property Services



**REQUEST FOR LEASE PROPOSALS FOR
THE COLLEGE OF CHARLESTON
STUDENT HOUSING IN CHARLESTON COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services. Prior to lease negotiation, Landlord must provide a list of all partners or members where Landlord is an LLC or partnership (to include all tiers so that individuals are named). Leases that must be approved by the State Fiscal Accountability Authority also require Private Participant Disclosure forms to be completed by the Landlord (copies available upon request).

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

CRITERIA –

- Location: CITY OF CHARLESTON, CHARLESTON COUNTY, SOUTH CAROLINA. The ideal location is within walking distance of core campus located at 66 George Street, Charleston.
- Expected occupancy date: **August 1, 2023**
- Term of Lease: The College of Charleston is seeking proposals for a 7-year term.
- Total space needed is approximately 111,000 rentable square feet to support 310 bedrooms at least 120 square feet in size in apartment style housing.
- Ideal set up should include, but is not limited to:
 - Total bedrooms required are 310 at least 120 square feet in size in apartment style housing.
 - If apartments are in multiple buildings, an office is required in each building.
 - A main reception area for building entrance.
 - The College of Charleston's Office of Campus Housing wishes to maintain management control of the College's leased spaces in the building in order to ideally maintain the facility solely as a CofC student housing option.
 - A kitchen and living area within each residence hall apartment.
 - At a minimum one (1) washer and dryer for every 40 residents.
 - One (1) bathroom for every two to three bedrooms.
 - One (1) space for maintenance and custodial items, if multiple buildings, one in each building. Locking storage room with space for a desk would suffice.
- The College will be responsible for marketing and leasing these spaces and the management of the residential life community.
- Landlord shall specify if building maintenance and custodial services will be provided by the landlord.
- If landlord wishes to provide a full-service gross lease proposal it must include all operating expenses; including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems



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and Property Services**

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maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.

- Provide security plan for building and describe any security services, camera coverage and building access.
- Approximately one hundred twenty (120) parking spaces are preferred.
- There should be no restrictions on the College's ability to lease to students.
- The College will be responsible for the payment of the master lease. Students will be billed individually through the College's billing system.
- Students assigned to the facility will fall under the College's current Housing policies and will be held to the student code of conduct, the Clery Act, Title IX, Title II, and other applicable laws and regulations.
- The facility selected will serve as student housing for single gender residents per each apartment. The determination of how many residents shall be placed in each bedroom will be determined by Campus Housing.
- The College will be responsible for assignment of students to each bed.
- The apartment or suite style units should include kitchens with a sink, refrigerator, stove, dishwasher and microwave.
- The facility should have ample bike parking for residents.
- Landlord will allow the College to conduct its Service Assistance and Animal policy in this facility, which allows the accommodation of an emotional support animal for students as determined by the Center for Disability Services.
- The facility will be used 7 days a week for 365 days of the year so the HVAC will need to run at all time the facility is in use including nights, weekends and holidays.

Special requirements that the College has for its facility are:

- Custodial services are not required inside private living spaces during periods of occupancy.
- Washer and dryer must be located in the building for easy access and free of charge, minimum of one (1) washer and dryer to every forty (40) residents.
- The College will install its facility access control and lock and key system and will be responsible for key replacement and maintenance of locks.
- Landlord is not responsible for tenant personal items.
- The College holds the right to bring in its own camera system and security personnel if deemed necessary.
- Service vendors and outside repairmen who will have access to the building must be escorted by an employee of the landlord or College.
- The College prefers a square foot price for the spaces.
- The facility should be able to offer wireless speed a minimum of 100 Mbps download and 75 Mbps upload.
- The apartment or suite style units should include kitchens with a sink, refrigerator, stove, dishwasher and microwave.
- The College plans to furnish the units as follows:
The minimum requirement of each bedroom unit that will be furnished with residential hall- quality, high use furniture to include a bed, mattress, dresser, desk with chair and adequate closet/wardrobe space per occupant. The dining areas should provide a table and/or adequate seating. The common



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living area of each unit should provide comfortable seating (sofa and chairs to accommodate the number of unit occupants), coffee or side tables.

- Ideal set up for student rooms should be move-in ready at the beginning of the lease.
- 24/7 access for residents.
- The building should have a reception desk area; If units are located in multiple buildings, each building should have a desk at the entrance.
- The building should have ample bike parking for residents.
- Must have safety and security lighting in and around the interior and exterior of building to include entry pathways and doors.
- College wants option to install signage if needed (number, placement and design). This may include identification and directional signs.
- At a minimum, Landlord shall maintain roof, exterior facade and building structure.

MINIMUM STATE REQUIREMENTS

- **State Housing Lease agreement is basis of lease agreement – a copy is attached hereto.**
- No security deposits can be required for the units.
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA and fire/safety compliance.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4:00 PM, MAY 10, 2022.**
- All proposals must be in writing and may be submitted by e-mail. (It is agent's responsibility to ensure receipt).

CONTACT INFORMATION

All information and questions should be directed to Real Property Services – no direct contact can be made with the College of Charleston. Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 Senate Street, 6th Floor
Columbia, South Carolina 29201
PHONE: 803-737-0644 or 803-737-1617
EMAIL: rps@admin.sc.gov
FAX: 803-737-0051



LEASE SOLICITATION FORM

(This form is for property owners and leasing brokers who wish to lease real property to state agencies.)

**RECEIPT AND ACKNOWLEDGEMENT OF LEASING STATUTES 1-11-55, 1-11-56, 1-11-65
AND REGULATION 19-447.1000**

I have read the contents of S.C. Code of Laws §§ 1-11-55, 1-11-56 and 1-11-65, and Regulation §19-447.1000 in their entirety. I agree to comply with the foregoing statutes and regulations and agree that any lease arrangement entered into with a South Carolina state agency will be in accordance with such statutes and regulations.

Also, I understand that the Department of Administration, Real Property Services is the single central broker for leasing for state agencies, and all negotiations are to be conducted through this office. I further understand that direct contact or negotiation with an agency without the written permission of Real Property Services will be cause for my disqualification for participation in an agency's procurement process or solicitation. This prohibits obtaining information from an agency about its property needs or any other information about its specific property needs, including but not limited to physical data and lease terms and conditions. This restriction does not apply to dissemination of information which is public knowledge, such as a printed brochure or published rates.

I understand that leases (including rates and annual rent amounts), unless specifically exempted, are subject to and conditioned upon the approval of Real Property Services and shall be of no force or effect unless the consent of such office is obtained.

Dated this ____ day of _____, 20____.

WITNESS

Signature of Owner or Agent

Typed or Printed Name

EMAIL LIST

You will receive all solicitations by email only

Name of Company: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Mobile: _____ Fax: _____

Email Address: _____

Please return completed form by mail, fax or email to: The South Carolina Department of Administration, Real Property Services, 1200 Senate Street, 6th Floor, Columbia, SC 29201,
E-mail: rps@admin.sc.gov; Fax: 803-737-0051

